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Note: If number is checked, see attachment page(s) for clarification.

3/31/14-Complaint 105 and verify information, 4/24/14-verify information ; 7/21/14 - complaint; 7/28/14 - complaint 250; 8/5/14 - complaint 266; 8/13/14 - complaint 294

10/1/14- Violations transferred to a report dated 10/1/14

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☐ Complaint # 105,250,266

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

- | | | |
|--|--|---|
| | | <input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks. |
| | | <input type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations. |

Notes:

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| | | <input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations. |
| 4/17/2014 | 4/24/2014 | <input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime. |

Notes: 10 children ages 0-12 months with 2 staff members.

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| | | <input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age |
| 2/25/2014 | 3/31/2014 | <input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers. |
| | | <input type="checkbox"/> 7. Post the center's license in a prominent location in each building. |
| | | <input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity. |

Notes:

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| 2/25/2014 | 4/24/2014 | <input checked="" type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children. |
| | | <input type="checkbox"/> 10. Ensure the children's health, safety and well-being. |

Notes:

Activities & Discipline

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| | | <input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities. |
| | | <input type="checkbox"/> 12. Provide age-appropriate time frames for each activity. |
| | | <input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities. |
| | | <input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping. |
| | | <input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours. |
| | | <input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing. |
| | | <input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2. |
| | | <input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment. |

Notes:

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| | | <input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others. |
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Nutrition & Rest

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| | | <input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm)) |
| | | <input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file. |
| | | <input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play. |
| | | <input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider. |

Note: If number is checked, see attachment page(s) for clarification.

Administration & Parent Involvement

- ☐ 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.

Program Records

- 2/25/2014 7/28/2014 ☒ 25. Complete and maintain at the center the staff records checklist.

Notes: Submit an updated staff record checklist. Missing medical, TB, discipline and info to parents sign off.(ok 5/13/13)

- 2/25/2014 7/28/2014 ☐ 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.

- 2/25/2014 6/6/2014 ☐ 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.

- 2/25/2014 6/6/2014 ☒ 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes: Submit documentation for the group teacher, program supervisor,(ok 5/13/14) director, and head teacher.

- 2/25/2014 7/28/2014 ☐ 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.

- 2/25/2014 6/6/2014 ☐ 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.

- 2/25/2014 6/6/2014 ☒ 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.

- 2/25/2014 3/31/2014 ☐ 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.

- 2/25/2014 4/24/2014 ☐ 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prerel/prerel.html

Sanitation & Diapering

- 2/25/2014 3/31/2014 ☒ 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.

- 2/25/2014 3/31/2014 ☒ 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.

- 2/25/2014 3/31/2014 ☒ 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Bathroom & Kitchen Facilities

- 2/25/2014 2/25/2014 ☒ 37. Ensure all toxic substances and medications are inaccessible to children.

Notes: Ensure that all staff purses are out of the reach of the children.

Health & Fire Safety

- ☐ 38. Obtain and maintain on file a current health certificate.

- 2/25/2014 transfer ☐ 39. Obtain and maintain on file a current fire certificate.

- 2/25/2014 3/31/2014 ☒ 40. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.

- ☐ 41. Ensure the center's fire protective systems are operative at all times.

- 2/25/2014 3/31/2014 ☐ 42. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.

- ☐ 43. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes: ☐ 44. Ensure that illuminated exit signs and emergency lighting are operable at all times.

- 2/25/2014 3/31/2014 ☐ 45. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.

- 2/25/2014 4/24/2014 ☒ 46. Remove excess storage and/or combustibles from the furnace room.

Building Maintenance

- 2/25/2014 4/17/2014 ☒ 47. Keep all surfaces clean and in good repair.

Notes: A) Repair or replace the ripped window screens in room 1B and room 3.(abated 3/31/14) B) Replace the missing molding along the wall in room 1C.(abated 3/31/14) C) Remove the plastic bag in the window in room 3.(abated 3/31/14) D) Remove the rust starting to form on the stall dividers in both bathrooms. E) Ensure that the screws at the toilet base are capped or cut to eliminate a hazard.(abated 3/31/14) F) Tighten the toilet seats in the first bathroom. (abated 3/31/14) G) Secure the sink to the wall in the first bathroom.(abated 3/31/14)

2/25/2014	3/31/2014	<input checked="" type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
2/25/2014	4/17/2014	<input checked="" type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:
Notes: Ensure that the paint is not peeling in the classrooms through out the center.		
2/25/2014	5/13/2014	<input checked="" type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes: A) Provide covers for the outlets throughout the center.(ok 4/17/14) B) Secure the computer monitors throughout the center.		
<i>Outdoor Play Area, Equipment and Maintenance</i>		
		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.
Notes:		

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☒ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Maria Altamirano, Patti Lijoi, Theresa Roessner 7/21/14
CCQAI-1

Transportation

		<input type="checkbox"/> 54. Maintain transportation records at the center: record of each child transported; copy of driver(s) license(s); name, address and vehicle assignment for additional adult(s) on vehicle(s); copy of insurance, registration, inspection and maintenance records for each vehicle; record of semi-annual emergency evacuation drills for all school bus passengers; written parental authorization.
		<input type="checkbox"/> 55. Ensure that the driver of a school bus conducts 2 emergency evacuation drills annually.
		<input type="checkbox"/> 56. Ensure that each driver of a Type I or Type II School Bus possesses a valid Commercial Driver License (CDL) in at least a Class B or Class C, with a passenger endorsement.
		<input type="checkbox"/> 57. Ensure that each driver of a Type II School Vehicle possesses a valid CDL in at least a class C, with a passenger endorsement.
		<input type="checkbox"/> 58. Ensure that each school bus or school vehicle is equipped with either "S1" or "S2" plates, as applicable, and meets all applicable provisions as specified in the Manual.
		<input type="checkbox"/> 59. Ensure that each vehicle used to transport children has a valid inspection sticker issued by the Motor Vehicle Commission (MVC).
		<input type="checkbox"/> 60. Ensure that each vehicle used to provide transportation of enrolled children to and from the center is equipped with: 3 triangular portable red reflector warning devices; a removable first-aid kit; a fully charged and securely mounted fire extinguisher; all-weather radial or snow tires as needed.
		<input type="checkbox"/> 61. Maintain the interior and exterior of each vehicle in a clean and safe condition, with clear passage to operable doors.
		<input type="checkbox"/> 62. Ensure that the number of persons transported does not exceed the manufacturer's prescribed occupancy of the school bus or school vehicle, and/or the number of operable seat belts.
		<input type="checkbox"/> 63. Ensure that all children are transported in seats that meet federal motor vehicle safety standards.
7/21/2014	transfer	<input checked="" type="checkbox"/> 64. Cease the transportation of children in vehicles which violate MVC and DCF regulations.

Hide Section

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
46	2/25/2014	4/24/2014	Ensure materials are not stored within 3 ft surrounding both furnaces and ensure that combustible materials are not stored within 6 ft of the furnaces.	Delete
34	2/25/2014	3/31/2014	Ensure that the diaper surface is cleaned and disinfected following the 2 step method after each diaper change.	Delete
35	2/25/2014	3/31/2014	Ensure that the infants have their hands wiped or washed after a diaper change.	Delete
36	2/25/2014	3/31/2014	Ensure that the staff wash their hands with soap and running water after a diaper change.	Delete
9	2/25/2014	4/24/2014	A) Submit to the OOL an updated floor plan indicating the rooms used. B) Submit to the OOL a letter requesting a space evaluation for classrooms 2 and 3. (letter received 4/24/14)	Delete
48	2/25/2014	3/31/2014	A) Check with the local fire officials to see if the fire door for room 3 is necessary. If so, come up with a plan to monitor room 3, if not remove the fire door to ensure that room 3 is monitored. B) Ensure that the curtain separating the after school room is left opened in room 3.	Delete
501	2/25/2014		Ensure that the changing table is within 15 ft of a sink not used for food preparation.	Delete
502	2/25/2014	4/24/2014	Ensure that the children and staff (abated 3/31/14) are signing in and out daily.	Delete
503	2/25/2014	3/31/2014	A) Remove the gate in room 1B to ensure a 3 ft exit aisle. B) Remove the gate in the entrance of room 1C to ensure a 3 ft exit aisle.	Delete
40	2/25/2014	3/31/2014	Provide the children in room 1C with a method to exit the building during a fire drill.	Delete
40			A fire drill was conducted on 3/11/14. There were 59 children present and 18 staff members including volunteers. The first fire drill the center was evacuated in 1:30 using the primary egress and the second fire drill the center was evacuated in 2:15 using the secondary egress.	Delete
504	3/31/2014	3/31/2014	Based on a complaint parents are not notified of injuries to the head.	Delete
31	2/25/2014	6/6/2014	Abated: New director started April 2014	Delete
4	7/28/2014	8/5/2014	Maintain required ratios at all times. Documentation revealed 2 staff were with 13 0-18 month olds as per complaint #266	Delete
64	7/21/2014	transfer	Center was using a mini van with "S2" plates but driver did not possess a CDL drivers license with a "P" and "S" endorsement 7/28 - center is using taxi's to transport the children. Center was told that the taxi's do not meet the requirements for transporting 8/5/14 - center director said they are using public transportation to transport the children. We were not able to observe but the director was told that she will need specific permission slips from the parents that they are authorized to transport them	Delete
501	8/13/2014	transfer	Obtain signed permission slips from parents for transportation on public buses from location 1 (Market Street) to location 2 (Auburn Street) and back	Delete

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